



The State of New Hampshire
Department of Environmental Services

104 - 10/21/26



Robert R. Scott, Commissioner

September 29, 2026

Her Excellency, Governor Kelly A. Ayotte
and The Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Environmental Services (NHDES) to enter into an agreement with the Strafford Regional Planning Commission, Rochester, NH (VC# 155570-B001) in the amount of \$56,500 to complete the Development of the Bow Lake Watershed Management Plan project, effective upon Governor and Council approval through June 30, 2029. 100% Federal Funds.

Funding is available in the following account:

03-44-44-442010-2020-072-500574

Dept. Environmental Services, Section 604(b) Planning, Grants – Federal

FY 2027

\$56,500

EXPLANATION

Bow Lake is an approximately 1,149 acre mesotrophic waterbody in Strafford, New Hampshire. Bow Lake is on the 2024 Section 303(d) Surface Water Quality List of impaired waters for not meeting the aquatic life and the fish consumption designated uses. Additionally, recent cyanobacteria blooms in Bow Lake highlight the need for watershed planning in the Bow Lake watershed.

The Strafford Regional Planning Commission, in collaboration with the Town of Strafford, will continue to build on current watershed planning efforts. This project will incorporate findings from ongoing efforts into a nine-element watershed management plan to assess and quantify phosphorus and other pollutant sources to Bow Lake. A water quality goal will be established so that the lake is able to track progress towards attainment of the designated uses. The completed watershed management plan will recommend a series of actions for project partners to implement and make those actions eligible for federal funding opportunities under Clean Water Act (CWA) Section 319.

NHDES issued a Request for Proposals (RFP) for 2026 Water Quality Planning Grants in October 2025. The eight proposals received were ranked based on the criteria included in the RFP: the project's ability to achieve water quality improvement or protection; whether the project meets the requirements under Section 604(b) of the CWA; specific and attainable environmental outcomes; relative value or significance of the waterbody; consideration of the project's impact on communities; the project's incorporation of environmental risks; and, general quality and thoroughness of the proposal. Based on the specified

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29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • Fax: 271-2867 TDD Access: Relay NH 1-800-735-2964

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council

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selection criteria, and the amount of grant funding available, the four highest ranked projects were selected to receive funding. Please see Attachment B for a list of project rankings and NHDES review team members.

Water quality planning grants focus on scopes of services for projects supporting local efforts to conduct water quality planning through determining the nature, extent and sources of water quality problems in the project area, as well as identifying nonpoint source measures needed to help meet water quality standards.

In the event that federal funds are no longer available, general funds will not be requested to support this program. The agreement has been approved by the Office of the Attorney General as to form, execution, and substance.

We respectfully request your approval of this item.

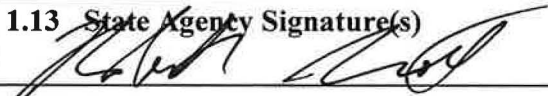


Robert R. Scott, Commissioner

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Environmental Services		1.2. State Agency Address PO Box 95 Concord, NH 03302-0095	
1.3. Grantee Name Strafford Regional Planning Commission		1.4. Grantee Address 150 Wakefield Street Rochester, NH 08671	
1.5. Grantee Phone # (603) 994-3500	1.6. Account Number 03-44-442010-2020-072	1.7. Completion Date 06/30/2029	1.8. Grant Limitation \$56,500
1.9. Grant Officer for State Agency Stephen Landry, Watershed Assistance Section Supervisor		1.10. State Agency Telephone Number (603) 271-2969	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Jennifer Cysz, Executive Director	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. State Agency Signature(s) 		1.14. Name & Title of State Agency Signor(s) Robert R. Scott, Commissioner	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Keely Lovato-Latham Assistant Attorney General, On: 9 / 30 / 2026			
1.16. Approval by Governor and Council (if applicable) By: _____ On: ____ / ____ / ____			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
 4. EFFECTIVE DATE: COMPLETION OF PROJECT.
 - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").
 - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
 5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
 - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
 - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
 - 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
 - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
 - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
 6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
 7. RECORDS and ACCOUNTS.
 - 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
 - 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
 8. PERSONNEL.
 - 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
 - 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
 9. DATA: RETENTION OF DATA: ACCESS.
 - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- 9.2. computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
 - 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
 - 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
 - 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
 - 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
 10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
 11. EVENT OF DEFAULT: REMEDIES.
 - 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
 - 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
 12. TERMINATION.
 - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
 - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
 - 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
 - 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or
 - 13.

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

Exhibit A
Special Provisions

Federal Funds paid under this agreement are from a Grant Agreement to the State from the United States Environmental Protection Agency (U.S. EPA), Water Quality Management Planning under CFDA # 66.454. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between this Department and the grantee. Additionally, the Grantee shall comply with the terms of the Federal Funding Accountability and Transparency Act (FFATA) and has provided NHDES with their Unique Entity Identifier (UEI-SAM) number. The Grantee's UEI-SAM number is EH6DCUZCN8K3.

In addition to the General Provisions of Paragraph 1 through 23, the following provisions, including those required by federal regulations apply to this Agreement:

- I. The Grantee shall adhere to state and federal digital accessibility guidelines, including the following laws and policies.
 - a. **Title II of the Americans with Disabilities Act (ADA)** requires state/local governments to give people with disabilities an equal opportunity to benefit from all of their programs, services and activities. Effective communication is also a Title II requirement. Government agencies must ensure that communications with people with disabilities are as effective as communications with others.
 - b. Under Title II of the ADA, compliance with **Web Content Accessibility Guidelines (WCAG) 2.1, level AA** is required. The standards outlined in WCAG 2.1, level AA must be met by websites and online applications to provide accessible technology to the public.
 - c. The **Plain Writing Act of 2010** requires federal agencies to provide "clear Government communication that the public can understand and use."
 - d. **Section 504 of the Rehabilitation Act** states that, "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that receives federal funding. The law allows for federal funding to be revoked for noncompliance.
 - e. **Section 508 of the Rehabilitation Act** requires that electronic and information and communication technology (ICT) is accessible to people with disabilities. ICT includes, but is not limited to, websites, documents, video content, webinars, online training, kiosks, display screens, variable message boards, etc.

Exhibit B

Scope of Services

The Strafford Regional Planning Commission will perform the following tasks as described in the proposal titled *Development of the Bow Lake Watershed Management Plan*:

All deliverables shall adhere to state and federal guidelines for accessibility as outlined in Section I of Exhibit A, including Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) standards. Deliverables not meeting these requirements will be returned to the Grantee for revision. All draft final deliverables must be provided to NHDES in an editable word-processing format with Microsoft Word (.docx) preferred, for review and approval. The final deliverables will be provided in an editable word-processing format and PDF.

Objective 1: Develop a Site Specific Project Plan (SSPP).

Measure of Success: The Strafford Regional Planning Commission receives approval for the SSPP from NHDES.

Deliverable 1: The draft SSPP is sent to NHDES and the final SSPP adheres to state and federal accessibility standards and is approved by NHDES.

Task 1. Develop a SSPP covering all data collection and manipulation tasks included in this project following NHDES guidance for developing SSPPs; submit the draft SSPP in an editable word-processing format, with Microsoft Word (.docx) preferred, to NHDES for review. Revise the draft SSPP to address comments from NHDES and resubmit for final review and approval; which includes ensuring the final SSPP meets state and federal guidelines for accessibility. Obtain signatures for the final SSPP and distribute SSPP to project partners.

Objective 2: Develop an a-i compliant watershed management plan.

Measures of Success: The Bow Lake Watershed Management Plan is developed and incorporates EPA's nine (a-i) key elements.

Deliverable 2: The final Bow Lake Watershed Management Plan meets state and federal accessibility standards and is submitted to NHDES.

Task 2. Collaborate with the consultant to run lake loading response model to estimate phosphorus loads to the lake.

Task 3. Collaborate with the consultant and NHDES to develop the draft water quality goal. Present the water quality goal to the project team to solicit feedback and finalize.

Task 4. Collaborate with the consultant to conduct the watershed assessment to identify best management practices (BMPs) to reduce nonpoint sources (NPS) of pollution. Assist in assessment activities and identifying locations of concern and other actions including non-structural approaches for NPS pollution control.

Task 5. Collaborate with the consultant to develop cost estimates and identify responsible

parties for NPS management; present actions and costs to project team. Review cost estimates and assist with identifying lead stakeholders for implementation.

Task 6. Collaborate with the consultant to develop a schedule for implementing the NPS management measures to be reviewed and finalized at a meeting with the project team.

Task 7. Collaborate with the consultant to develop a description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented; share the draft for review and finalization.

Task 8. Collaborate with the consultant to develop a set of criteria that can be used to determine whether loading reductions or habitat restoration is being achieved over time, and progress toward attaining water quality standards. Review and finalize the draft indicators.

Task 9. Collaborate with the consultant and lake monitors to develop a water quality monitoring plan to evaluate the effectiveness of implementation actions.

Task 10. Collaborate with the consultant to ensure all elements from tasks 3-10, along with work products separately funded through a Piscataqua Region Environmental Planning Assessment Grant Program grant and Town Appropriation, will be combined to prepare a complete a-i watershed management plan for Bow Lake. Present the draft at a project team meeting to solicit feedback, share a draft with NHDES for review and finalize the Bow Lake Watershed Management Plan. Collaborate with the consultant to ensure the final watershed management plan meets state and federal guidelines for accessibility.

Objective 3: Conduct project management and submit all required reports to NHDES.

Measures of Success: Project management activities are conducted and reports are submitted to NHDES.

Deliverable 3: Financial documentation, semi-annual progress reports and final report are submitted to NHDES and adhere to state and federal accessibility standards.

Task 11. Conduct project management including submittal of financial documents such as payment requests and match and procurement documentation; communicate with NHDES and other project partners as needed; conduct other activities required for grant management.

Task 12. Submit electronic semi-annual reports documenting all work performed during the project periods as follows:

- Work completed April 1 – September 30, report is due by October 31.
- Work completed October 1 – March 31, report is due by April 30.

If the grantee has not completed a timely submittal of the progress reports, all further payments will be suspended until the overdue reports are submitted and approved by NHDES.

Task 13. Submit a comprehensive final report to NHDES on or before the project completion date. The final report shall be submitted to NHDES in an editable word-processing format, with Microsoft Word (.docx) preferred, for review and approval and shall comply with NHDES and U.S. EPA requirements found in the final report guidance document on the [NHDES Resources for Watershed Assistance Grants webpage](#). The final report shall adhere to state and federal guidelines for accessibility as outlined in the resources provided on the [NHDES Publication](#)

Guidelines webpage. Deliverables not meeting these requirements will be returned to the Grantee for revision.

Additional Requirements of the Agreement

Quality Assurance

All project activities which are to be guided by a quality assurance (QA) document such as a Quality Assurance Project Plan (QAPP) or Site Specific Project Plan (SSPP) must not begin prior to NHDES/EPA approval of that QA document. In the event that sampling, modeling or other such activities precede QA document approval, the data will not be considered valid and the grantee will forfeit the ability to receive payment for those activities.

Outreach Materials

All materials produced for public distribution shall be reviewed and approved by NHDES prior to distribution and shall include the NHDES logo and the following citation: "Funding for this project was provided in part by a Water Quality Planning Grant from the New Hampshire Department of Environmental Services with Clean Water Act Section 604(b) funds from the U.S. Environmental Protection Agency."

All project deliverables are required to meet federal and state accessibility standards. All final work products must comply with state and federal guidelines for accessibility. These standards apply to all materials produced with state or federal funds, including but not limited to reports, signage, press releases, newsletter articles, maps, graphics, presentations and digital content. NHDES has the Publication Guidelines webpage as a resource for ensuring compliance with these guidelines.

Exhibit C
Method of Payment and Contract Price

The State shall pay to the Grantee the total reimbursable program costs in accordance with the following requirements:

Procurements of goods or services made with grant funds, or those credited as match, shall comply with the terms of this agreement, and must be reported to NHDES. Reimbursement requests for program costs shall be made by the Grantee using a payment request form as supplied by the State, which shall be completed and signed by the Grantee. The payment request form shall be accompanied by proper supporting documentation in the amount of each requested disbursement and required matching funds. Documentation of reimbursable and matching costs may include invoices for supplies, equipment, services, contractual services and a report of personnel, travel and indirect costs. For projects that demonstrate progress solely through the submission of interim progress reports, payments shall be made upon receipt, review and approval of the interim progress report and accompanying payment request form. Payments shall be made to the Grantee no more frequently than monthly.

The total reimbursement shall not exceed the grant award of \$56,500.

CERTIFICATE OF VOTE

I, **Joe Boudreau**, hereby certify that I am duly elected Treasurer of Strafford Regional Planning Commission. I hereby certify the following is a true copy of a vote taken at a meeting of the Strafford Regional Planning Commission's Executive Committee, duly called and held on June 19, 2026, at which a quorum of members was present and voting.

VOTED: That the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes.

The following person has been appointed to and now occupies the office specified in the vote above:
Executive Director Jennifer Czysz

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Vote. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: August 21, 2026

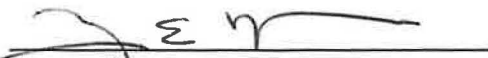
ATTEST: 

Joe Boudreau, Treasurer, Strafford Regional Planning Commission

State of New Hampshire, County of Strafford

On this the 21th day of August, 2026, before me, Joe Boudreau personally appeared, who acknowledged himself to be the Treasurer of the Strafford Regional Planning Commission, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.


Notary Public

(seal)

MEGAN TAYLOR-FETTER
Notary Public, State of New Hampshire
My Commission Expires Mar. 25, 2031



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Strafford Regional Planning Commission 150 Wakefield Street, Suite 12 Rochester, NH 03867		Member Number: 562	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716	
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
☒ General Liability (Occurrence Form) Professional Liability (describe) ☐ Claims Made ☐ Occurrence	7/1/2026	7/1/2027	Each Occurrence	\$ 2,000,000
			General Aggregate	\$ 10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
☒ Automobile Liability Deductible Comp and Coll: \$1,000 ☐ Any auto	7/1/2026	7/1/2027	Combined Single Limit (Each Accident)	\$2,000,000
			Aggregate	\$10,000,000
☒ Workers' Compensation & Employers' Liability	1/1/2026	1/1/2027	☒ Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
☒ Property (Special Risk includes Fire and Theft)	7/1/2026	7/1/2027	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

Description: Proof of Primex Member coverage only. Pollution and hazardous waste related liabilities, expenses and claims are excluded from coverage in the coverage document.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
State of NH Department of Environmental Services 29 Hazen Dr. PO Box 95 Concord, NH 03302			By: <i>Mary Beth Purcell</i>
			Date: 8/13/2026 mpurcell@nhprimex.org
			Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

Attachment A

Budget Estimate

Budget Item	Grant Funding
Salaries & Wages	\$5,040
Contractual	\$45,500
Travel and Training	\$175
Printing/ Supplies	\$140
Other: Indirect costs	\$5,645
Total Grant Amounts	\$56,500

Attachment B: 604(b) Water Quality Planning Grants Ranking

Organization	Project Name	Reviewer 'A'	Reviewer 'B'	Reviewer 'C'	Reviewer 'D'	Reviewer 'E'	Total Score	Avg. Score	Rank (by avg.)
Strafford Region Planning Commission	Development of the Bow Lake Watershed Management Plan	90	82	79	85	91	427	85	1
Partridge Lake Property Owners Association	Partridge Lake South Shore Road Erosion Mitigation	87	84	83	86	87	427	85	1
Nashua Regional Planning Commission	Robinson Pond Watershed Management Plan	83	82	83	81	88	417	83	3
Stinson Lake Association	Watershed Plan Creation for Stinson Lake, Rumney	83	88	89	63	86	409	82	4
Little Island Pond Association	Little Island Pond Watershed Based Plan	81	85	85	69	81	401	80	5
Town of Amherst	Clean Water Amherst – Souhegan Source Tracking Study	80	76	72	83	87	398	80	5
Southwest Region Planning Commission	Lake Warren: Municipal Ordinance Development and Roadway BMPs	77	72.5	79.5	78	84	391	78	7
Lakes Region Planning Department	LRPC Gilford Stormwater Regulation Creation and Implementation TA Project	80	78.5	69	60	82	369.5	73.9	8

Review Team Members

Name	Qualifications
Andrea Bejtlich	Watershed Specialist. 7 years experience, surface and drinking water sampling and grant management expertise.
Stephen Landry	Watershed Assistance Section Supervisor. 33 years experience, project management and watershed management expertise.
Tracie Sales	Rivers and Lakes Programs Administrator, 13 years experience assisting volunteers with management plan implementation, 9 years experience writing grant applications and conducting water quality programs under funded grants.
Sally Soule	Coastal Watershed Supervisor. 27 years experience, grant management, project management and watershed management expertise.
Katherine Zink	Watershed Assistance Specialist. 15 years experience, surface and drinking water sampling and microbial expertise.